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~~CONFIDENTIAL~~

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-07-2011

BY LIAISON

2-Orig. & 1
1-yellow
1-Liaison
1-Mr. Enlow

Date: July 9, 1964

To: Mr. William E. Elliott
Director, Security and Inspection
Office of Emergency Planning
Room 116, Winder Building
Washington, D. C.

From: John Edgar Hoover, Director

Subject: PERSONNEL DESIGNATED FOR RELOCATION
TO OFFICE OF EMERGENCY PLANNING
SPECIAL FACILITY

It is requested that the name of Special Agent William O. Cregar be added to the list of names of personnel of this Bureau who have been designated for relocation to the special facility of your agency.

PFE:cd
(5)

NOTE:

OEP has been furnished a list of FBI personnel designated for relocation. This is to add SA Cregar of Liaison Section who will relocate with Department of State which is now relocating at the special facility. Mr. Elliott advised that space at the site is available and SA Cregar will be included upon receipt of requesting letter. Letter classified confidential as all references to the OEP special facility are so classified.

REC-120 66-17381-2848

~~CONFIDENTIAL~~

19 JUL 13 1964

GROUP 1
Excluded from automatic downgrading and declassification

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

JUL 16 1964

MAIL ROOM ☐ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : W. C. SULLIVAN

FROM : W. R. WANNALL

DATE: September 1, 1964

b7E

SUBJECT: DEFENSE PLANS - RELOCATION
NATIONALITIES INTELLIGENCE SECTION
DOMESTIC INTELLIGENCE DIVISION

(OBU PLANS) EMERGENCY HEADQUARTERS - S.O.C.

Re memo 7/30/57 Belmont to Boardman requiring regular re-evaluation and justification of number of individuals schedule for relocation. 66-17381-1669

ACTION:

For information.

RDC:eb
(6)

1- Sullivan
1- Wannall
1- Brennan (att: Enlow)
1- Branigan
1- Smith

REC 14 66-17381-2857

11 SEP 8 1964

66 SEP 10 1964

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b7E

9-2-64

DIRECTOR, FBI

PERSONAL ATTENTION

BUPLANS

Reference is made to Bureau letter dated July 31, 1963, in which certain information concerning the Special Agents Insurance Fund and the Charles S. Ross Fund was set out. Since, in accordance with Bureau instructions, these records are maintained [redacted] this information is being directed to you for inclusion in the confidential records repository. There is contained herein a listing of all Bonds purchased for the Special Agents Insurance Fund and the Charles S. Ross Fund.

As of the close of business August 31, 1964, the Special Agents Insurance Fund maintained the following accounts:

BANK	BOOK NUMBER	AMOUNT
Alexandria National Bank	4128	$ 4,411.12
American Savings & Loan Association	27982	9,122.23
American Security & Trust Company	55314	8,302.18
Bank of Maryland - Bowie Branch	B-1559	4,424.11
Capital City Savings & Loan Association	S-155957	8,951.10
Citizens Federal Savings & Loan Association	13	8,758.07
Columbia Federal Savings & Loan Association	P-1999	9,495.90
Enterprise Federal Savings & Loan Association	S-7749	9,587.95
Home Federal Savings & Loan Association	S-2454	9,794.40
Interstate Building Association	E-64-154	9,952.14
Liberty Savings & Loan Association	S-11715	9,902.48
Metropolis Building Association	3663	9,595.03
National Bank of Washington	L-33643-A	8,709.45
National Permanent Savings & Loan Assn.	38-4704	8,933.13
Perpetual Building Association	122-1287-4	8,955.12
Prudential Building Association	12415	8,462.35
Riggs National Bank	W-48520	9,107.36
Union Trust Company	G-78883	9,372.24
Washington Permanent Building Assn.	24-2734	9,007.31
TOTAL		$160,437.33

REC 14 66-[illegible]-2558

1 - Mr. Gauthier

SEP 3 1964

ECD
(4)

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COMM-FBI

BONDS - SPECIAL AGENTS INSURANCE FUND

DATE	SERIES	BOND NUMBER	FULL VALUE
2/56	J	V13548J	$ 5,000
2/56	J	V13549J	5,000
2/56	J	V13550J	5,000
2/56	J	V13551J	5,000
2/56	J	V13552J	5,000
12/56	J	M178727J	1,000
12/56	J	V13672J	5,000
12/56	J	V13673J	5,000
12/56	J	V13674J	5,000
12/56	J	V13675J	5,000
12/56	J	V13676J	5,000
12/56	J	V13677J	5,000
12/56	J	V13678J	5,000
12/56	J	V13679J	5,000
12/56	J	V13680J	5,000
10/59	H	M3723157H	1,000
10/59	H	M3723156H	1,000
10/59	H	V501736H	5,000
10/59	H	V501737H	5,000
10/59	H	V501738H	5,000
10/59	H	V501739H	5,000
10/59	H	V501740H	5,000
		TOTAL	$98,000

All Special Agents were members of the Special Agents Insurance Fund at the close of business August 31, 1964, with the following exceptions:

NAME	OFFICE OF ASSIGNMENT
O'Brien, John J.	New York
Sullivan, James V.	Baltimore
McDonald, Laurie B.	San Juan

Letter to SAC, Quantico
Re: Buplans

As of the close of business August 31, 1964, the Charles S. Ross Fund maintained the following account:

BANK	BOOK NUMBER	AMOUNT
Enterprise Federal Savings & Loan Association	S-15-228	$ 9,550.16

DATE	SERIES	BOND NUMBER	FULL VALUE
11/63	E	X3005929E	$ 10,000
11/63	E	X3005930E	10,000
11/63	E	M36065022E	1,000
11/63	E	M36065023E	1,000
11/63	E	M36065024E	1,000
11/63	E	M36065025E	1,000
11/63	E	M36065026E	1,000
11/63	E	M36065027E	1,000
11/63	E	M36065028E	1,000
11/63	E	M36065029E	1,000
11/63	E	R35921906E	200
11/63	E	R35921907E	200
11/63	E	L618921427E	50
12/63	E	X3015266E	10,000
12/63	E	X3005545E	10,000
12/63	E	M36065052E	1,000
12/63	E	D36276226E	500
12/63	E	C441106533E	100
3/64	E	M36357937E	1,000
3/64	E	M36357938E	1,000
3/64	E	M36357939E	1,000
3/64	E	M36357940E	1,000
3/64	E	M36357941E	1,000
3/64	E	M36357942E	1,000
3/64	E	M36357943E	1,000
3/64	E	M36357944E	1,000
3/64	E	M36357945E	1,000
3/64	E	L625189216E	50
		TOTAL	$50,100

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SAC, Washington Field

September 17, 1964

Director, FBI

2-Orig. & 1
1-yellow
1-Liaison
1-Mr. Enlow

b7E

BUPLANS - RELOCATION SITE

Emergency Headquarters For S.O.G.

In accordance with Defense Plans Manual, Part II, Section 2, you should determine if the [redacted] is suitable and available as a relocation site for your Office.

PFE:cd
(5)

NOTE:

Mr. Ed Cox, OEP, advises [redacted] not designated as a relocation site. WFO being instructed to explore possibility as a new site.

EX 109

REC-65 66-173?1-2861

Tolson
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Trotter
Tele. Room
Holmes
Gandy

SEP 21 1964

MAIL ROOM ☐ TELETYPE UNIT ☐

OPTIONAL FORM NO. 10
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5010-106

UNITED STATES GOVERNMENT

Memorandum

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Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Mohr

DATE: 10/27/64

FROM : J. J. Casper

SUBJECT: DRAFT DEFERMENT IN AN EMERGENCY

BUPLANS Emergency Head-quarters For S, O, C.

b6
b7C

The Administrative Division has asked the Training Division for a list of the persons on the Relocatee List and those persons who occupy positions sufficiently critical under emergency conditions that we would be warranted in requesting their draft deferment at that time.

The following persons are now on the Relocatee List: W. Mark Felt, Inspector, Grade 16; James V. Cotter, Inspector, Grade 15; [redacted] Administrative Assistant, Grade 10. The alternates are as follows: William M. Mooney, Special Agent Supervisor, Grade 14; T. John Brownfield, Special Agent Supervisor, Grade 14; [redacted] Secretary, Grade 7.

[redacted] are the only female employees referred to at any point in this memorandum. All other employees are male.

Listed below by name, title and grade are those persons whose draft deferment the Training Division would request in an emergency:

INCUMBENT	TITLE	GRADE
[redacted]	Supervisory Electronic Maintenance Technician (Radio)	GS-11
	Supervisory Communications Operator (Radio)	GS-11
	Electronic Maintenance Technician (General)	GS-11

REC- 17 66-1327-2814

NOV 3 1964

1 - Mr. Callahan
1 - Mr. Gump
1 - [redacted]

DJD:mme
(5)

NOV 0 1964

F1Y6

J. J. Casper to Mr. Mohr Memorandum
Re: Draft Deferment in an Emergency
Buplans

b6
b7C

INCUMBENT	TITLE	GRADE
	Electronic Maintenance Technician (Radio)	GS-10
	Electronic Maintenance Technician (Radio)	GS-10
	Electronic Maintenance Technician (Radio)	GS-10
	Electronic Maintenance Technician (Radio)	GS-10
	Electronic Maintenance Technician (Radio)	GS-10
	Electronic Maintenance Technician (Radio)	GS-9
	Supervisory Communications Operator (Radio)	GS-9
	Supervisory Communications Operator (Radio)	GS-8
	Communications Operator (Radio)	GS-7
	" " "	"
	" " "	"
	" " "	"
	" " "	"

J. J. Casper to Mr. Mohr Memorandum
Re: Draft Deferment in an Emergency
Buplans

b6
b7C

INCUMBENT	TITLE	GRADE
	Communications Operator (Radio)	GS-7
	" " "	"
	" " "	GS-5
	" " "	"
	" " "	"
	" " "	"
	Small Arms Repairer	WB-16
	Small Arms Repairer	WB-10

RECOMMENDATION:

That this memorandum be referred to the Administrative Division.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

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Tele. Room
Holmes
Gandy

Memorandum

TO : Mr. W. C. Sullivan

DATE: November 12, 1964

FROM : Mr. R. W. Smith

b6
b7C

SUBJECT: DEFENSE PLANS
RECORDS AT BUREAU RELOCATION SITE
RESEARCH-SATELLITE SECTION

[redacted] A check made at the Bureau relocation site, [redacted] on November 10, 1964, revealed that the following records are appropriately maintained for the Research-Satellite Section:

(1) Satellite Intelligence Album (Albania, Bulgaria, Czechoslovakia, East Germany, Hungary, Poland, Rumania and Yugoslavia)

(2) The Hungarian Intelligence Services and Operations Thereof in the United States

(3) Summary of Albanian Intelligence Activities in the United States

(4) Summary of Czechoslovakian Espionage Activities in the United States

(5) Polish Intelligence Services and Summary of Polish Intelligence Activities in the United States

(6) Summary of Rumanian Intelligence Activities in the United States

(7) Summary of Yugoslav Intelligence Activities in the United States

(8) Summary of Bulgarian Intelligence Services and Operations Thereof in the United States

66-17381-2678

RWS:jwh
(5)

ST-109 REC-51

CONTINUED - OVER

NOV 13 1964

1 - Mr. Sullivan
1 - Defense Plans Unit - Liaison Section
1 - Defense Plans Folder - Research-Satellite Section
1 - Mr. R. W. Smith

70 NOV 18 1964

Memorandum to Mr. Sullivan
Re: DEFENSE PLANS
RECORDS AT BUREAU RELOCATION SITE
RESEARCH-SATELLITE SECTION

RECOMMENDATION:

For information.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

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Tele. Room
Holmes
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Memorandum

TO : Mr. W. C. Sullivan

DATE: November 4, 1964

FROM : D. J. Brennan, Jr.

b7E

SUBJECT: BUPLANS - GENERAL SUPPLIES MAINTAINED AT BUREAU RELOCATION SITE

Memoranda Mr. Roach to Mr. Belmont dated 3-24-59, and Mr. L'Allier to Mr. Sullivan dated 9-14-61, authorized the Buplans Unit, Liaison Section to act as coordinator for securing and maintaining of general emergency supplies at Bureau's relocation site [redacted] in accordance with Buplans. A semiannual tickler is maintained for divisional review of supplies pertinent to each individual Division. The responsibility for the physical maintenance of the supplies was delegated [redacted]

Our current Buplans are geared for an anticipated 30-day "buttoned up" operation. Occasional adjustments of supplies in storage [redacted] need to be made. Several Divisions are responsible for securing and exchanging of certain supplies used only by their Divisions. Through this procedure, duplication has existed. This has been discussed with the Property Management Unit, Administrative Division.

To streamline our procedures and reduce expenses involved in the handling and storage of these supplies, it is recommended that the following action be approved:

PFE:cd (36)

1 - Mr. Belmont
1 - Mr. DeLoach
1 - Mr. Rebein
1 - Mr. Casper
1 - Mr. Gump
1 - Mr. Callahan
1 - Mr. Gauthier
1 - Mr. Newman
1 - Voucher Section
1 - Property Management Desk
1 - Supply Room
1 - Mr. Conrad
1 - Mr. Herndon
1 - Mr. Evans
1 - Mr. Hodges
1 - Mr. Gale
1 - Mr. Fehl
1 - Mr. Rosen
1 - Mr. Working
1 - Mr. Sullivan
1 - Mr. Whitson
1 - Mr. Cotter
1 - Mr. Kleinkauf
1 - Mr. Rushing
1 - Mr. Keating
1 - Mr. Tavel
1 - Mr. Beale
1 - Mr. Wherry
1 - Mr. Trotter
1 - Mr. Ganley
1 - [redacted]
1 - Mr. Broyles
1 - Forms Management Desk
1 - Liaison
1 - Mr. Enlow

60 JAN 28 1965

6 JAN 18 1965

CONTINUED - OVER

Memorandum Mr. Brennan to Mr. Sullivan
RE: BUPLANS - GENERAL SUPPLIES
MAINTAINED AT BUREAU
RELOCATION SITE b7E

ACTION:

Buplans Unit will continue to coordinate this program. This unit:

(1) Will place all orders for additional supplies and forms and for supplies needed to be exchanged because of limited shelf life or for forms which are obsolete; (now ordered on Division basis)

(2) Will maintain the Buplans inventory of all supplies stored [redacted] (now maintained [redacted]

(3) Will coordinate an Annual Divisional Review to be conducted by September 5; (This has been done semiannually in the past.)

(4) Will coordinate an annual inventory of these supplies to be conducted [redacted] by October 15. (This is being done now.)

[redacted] will continue to be responsible for the physical maintenance of supplies stored at the relocation site and maintain a copy of the inventory.

4-650 (Rev. 10-6-64)
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GSA GEN. REG. NO. 27

5010-106

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UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Conrad

DATE: 11-30-64

FROM : W. S. Tavel

SUBJECT: BUREAU WAR PLANS, EMERGENCY HEADQUARTERS

Bufile: 66-17381

The above captioned file is presently maintained in the Special File Room of the Records Branch, Files and Communications Division. You are requested to have the substantive supervisor, responsible for this matter, review the file to determine if it is necessary to continue to maintain the file in the Special File Room, or whether it may be returned to the regular file sequence. The appropriate notation should be made on this memorandum which should be returned to the Filing Unit, Room 1113 IB. This memorandum will be filed in the case file to record the action taken in connection with this review.

This file is not the primary responsibility of the Laboratory Division but it was authorized to be maintained in the Special File Room due to observations set forth in memorandum from C. F. Downing to Mr. R. T. Harbo, 7-18-52 (66-17404-5).

In the event the Laboratory Division feels this file can be removed from the Special File Room, this memorandum should then be referred to the Domestic Intelligence Division for review, since that Division has primary responsibility for the subject matter involved.

WBLWB:amb

(2)

66-17381
NOT RECORDED
FEB 9 1965

Continue to maintain in Special File Room
11/30/64
JWM

65 FEB 9 1965

ALL INFORMATION CONTAINED
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DATE 03-07-2011 BY 60324 uc baw/sab/cls

b6
b7C

Date: January 19, 1965

To: [redacted]
Contracting and Industrial Security Officer
Washington Complex Division
Defense Communications Agency
Washington, D. C. 20305

Attention: 321.3

From: John Edgar Hoover, Director

Subject: COMMUNICATIONS TRAINING

[redacted] an employee of this Bureau, has been selected to attend the two-day conference at the United States Army Interagency Communications Agency, for orientation and training in communications matters, on January 28 and 29, 1965.

[redacted] was born [redacted] at Waynesboro, Virginia. Based on a complete background investigation by the Federal Bureau of Investigation, [redacted] was approved May 3, 1948, to handle top secret national defense information. This approval was readjudicated May 2, 1958.

He was given cryptographic clearance on September 11, 1955.

1 - Mr. Casper, attention Mr. McCarty, sent direct
1 - Mr. Downing, sent direct
1 - Personnel file of [redacted]

MAILED
JAN 21 1965
COMM-FBI

LEW:gev
(7)

NOTE: The clearance for handling national defense information and cryptographic clearance are required by Defense Communications Agency [redacted] to attend a two-day conference at the Office of Emergency Planning's classified location for training and orientation concerning the new interagency communications equipment being installed at the Bureau's emergency relocation site. Date for cryptographic clearance given is date [redacted] was officially assigned to Communications Section. Top secret clearance date is his EOD date, readjudicated ten years later as is required for such clearances.

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67 JAN 26 1965

MAIL ROOM ☐ TELETYPE UNIT ☐

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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Conrad

DATE: January 22, 1965

FROM : C. F. Downing

SUBJECT: BUPLANS - COMMUNICATIONS
BUREAU RELOCATION SITE

U. S. Army Interagency Communications Agency has forwarded seven copies of Interagency Communication System (ICS) Mobile Radiotelephone Subscribers List, dated January 18, 1965. This list supersedes ICS Mobile Radiotelephone Subscribers List dated September 14, 1964. The following distribution is being made separately:

Four copies Director's Office (one to be placed in the Director's automobile)

One copy [redacted]

Two copies to Mr. Wherry, Communications Section

The above ICS Mobile Radiotelephone Subscribers List is to be retained in the small envelope attached inside the back cover of ICS 110 (D) Three-Channel Mobile Radiotelephone Service Manual.

ACTION:

All holders of ICS 110 (D) should confirm receipt of above-mentioned ICS Mobile Radiotelephone Subscribers List by routing slip and return superseded list to me.

1 - Director's Office (Attention: [redacted]
1 - Mr. Conrad
1 - [redacted] (Personal Attention)
1 - Mr. Downing
1 - Mr. Wherry
1 - Mr. Newpher
1 - Mr. Bergquist
2 - Mr. Levan

JSL:bad
(10)

REC- 44

66-17381-2899

NOT RECORDED
9 JAN 27 1965

FEB 1 1965

LIAISON

ALL INFORMATION CONTAINED
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DATE 03-07-2011 BY 60324 uc baw/sab/cls

February 4, 1965

(O. Suplans) Emergency Headquarters
For S.O.G.

b6
b7C

Medical Officer In Charge
United States Public Health
Service Outpatient Clinic
Department of Health, Education
and Welfare, South Building
Fourth and D Streets, Southwest
Washington, D. C.

Dear Sir:

[redacted] an employee of this Bureau, is being referred to your clinic for the determination of blood type and Rh factor.

You are authorized to bill the Federal Bureau of Investigation $8.00.

Very truly yours,

Personnel Officer

MEK:ssh
(6)

1 - [redacted]
1 - Personnel File [redacted]

NOTE: It was recommended and approved 12/30/55 per memo entitled "War plans - Blood Data" that employees on the evacuation list at SOG whose blood types and factors are unknown be typed and factored at USPHS.

To be carried out by employee.

66-17381-2903

REC- 16

FEB 8 1965

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FEB 0 1965 MAIL ROOM ☐ TELETYPE UNIT ☐

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UNITED STATES GOVERNMENT

Memorandum

Tolson
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Trotter
Tele. Room
Holmes
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TO : Mr. W. C. Sullivan

DATE: 2/18/65

FROM : D. J. Brennan, Jr.

b6
b7C
b7E

SUBJECT: DEFENSE PLANS - EMERGENCY TELEPHONE NUMBER

All Seat of Government personnel have been advised that their services will be required during a period of emergency. If unable to contact Bureau headquarters they were instructed to contact [redacted] for information and instructions.

Relocatees also have been instructed to advise their adult dependents that a Bureau representative [redacted] will relay messages and receive forwarding addresses of Bureau personnel and their families if they are unable to contact Bureau headquarters.

The telephone system [redacted] has converted to Direct Distance Dialing and the emergency contact number [redacted]

ACTION:

If you approve, the attached memorandum advising of the new emergency telephone number will be furnished to all Seat of Government employees.

1 - Mr. Belmont
1 - Mr. Sullivan
1 - Liaison
1 - [redacted]

WPD:rab
(5)

REC 5 66-17381-2907
~~NOT~~ RECORDED
8 FEB 25 1965

XEROX
MAR 3 1965

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UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

65-1

b7E

In Reply, Please Refer to File No.

February 25, 1965

WASHINGTON, D.C. 20535

DUPLANS - EMERGENCY TELEPHONE NUMBER FOR EOM

MEMORANDUM TO ALL SEAT OF GOVERNMENT EMPLOYEES

RE: DEFENSE PLANS - EMERGENCY TELEPHONE NUMBER

The services of all Seat of Government employees will be required during a period of emergency. You have previously been advised to keep in contact with the Bureau for instructions and information.

The emergency telephone contact number for all employees assigned to Bureau headquarters [redacted]

All employees must know this number. However, employees are reminded that [redacted] number is to be called only if Bureau headquarters in Washington, D. C., is inoperative.

Employees may confidentially furnish their adult dependents the above emergency telephone contact number to assist them in contacting employees, to leave messages, or to secure information and assistance.

After noting the above change in telephone number, this memorandum should be destroyed.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

66-17381-2910

REC- 99

17 MAR 4 1965

1 ENCLOSURE

FBI MAR 16 1965

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DATE 03-07-2011 BY 60324 uc baw/sab/cls

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2-Orig. & 1
1-Yellow
1-Mr. Belmont
1-Mr. Sullivan

(Typed February 19, 1965)

1-Liaison

MEMORANDUM TO ALL SEAT OF GOVERNMENT EMPLOYEES [redacted]

DEFENSE PLANS - EMERGENCY TELEPHONE NUMBER

The services of all Seat of Government employees will be required during a period of emergency. You have previously been advised to keep in contact with the Bureau for instructions and information.

The emergency telephone contact number for all employees assigned to Bureau headquarters [redacted] This number has been changed to area code [redacted]

All employees must know this number. However, employees are reminded [redacted] number is to be called only if Bureau headquarters in Washington, D. C., is inoperative.

Employees may confidentially furnish their adult dependents the above emergency telephone contact number to assist them in contacting employees, to leave messages, or to secure information and assistance.

After noting the above change in telephone number, this memorandum should be destroyed.

Very truly yours,

John Edgar Hoover
Director

WPD:rab
(7)

ENCLOSURE

NOTE: See cover memorandum Brennan to Sullivan dated 2/18/65, captioned DEFENSE PLANS - EMERGENCY TELEPHONE NUMBER, prepared by WPD:rab. No manual change necessary. fmb

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MAIL ROOM ☐ TELETYPE UNIT ☐

66-17381-2910

ENCLOSURE

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. W. C. Sullivan

DATE: 3/9/65

FROM : D. J. Brennan, Jr.

SUBJECT: BUPLANS
RELOCATION OF THE ATTORNEY GENERAL

b6
b7C

Memorandum Brennan to Sullivan, 2/18/65, re Relocation of the Attorney General, approved designated Bureau personnel to render assistance to Attorney General in the event of a national emergency.

Attached is yellow of proposed memorandum to Attorney General which sets forth the basic features of FBI defense planning as well as the names, addresses, and telephone numbers of personnel designated to assist him. Memorandum typed on plastiplate in order that sufficient copies can be made for all individuals assigned responsibilities in relocation of the Attorney General.

ACTION:

Upon approval, memorandum will be printed and sent to the Attorney General.

1 - Mr. Belmont
1 - Mr. Sullivan
1 - Liaison
1 - [redacted]

DBB:rab
(5)

Enclosure

66-17381-2944

REC 12

25 MAR 19 1965

65 MAR 23 1965

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~~TOP SECRET~~

ROUTE IN ENVELOPE

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The Attorney General

March 19, 1965

1 - Mr. Belmont
1 - Mr. Sullivan
1 - Liaison
1 - Buplans Unit

Director, FBI

FEDERAL BUREAU OF INVESTIGATION
DEFENSE PLANNING

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 4/14/10

Enclosed is a memorandum which sets forth the basic features of Federal Bureau of Investigation Defense Planning and the plans which have been formulated to render assistance to you and to members of your immediate family in the event of a national emergency.

You will be advised if changes become necessary in the personnel designated to assist you.

This letter should be downgraded to confidential upon removal of higher classified enclosure.

REC'D-READING ROOM
MAR 19 9 55 AM '65
BI

Enclosure

1 - Mr. J. Walter Yeagley
Assistant Attorney General

Attention: [redacted] Enclosure

DBB:cd
(8)

NOTE:

Memorandum Brennan to Sullivan, 3-9-65, re Buplans relocation of the Attorney General, approved attached enclosure. This memorandum classified "Top Secret" since enclosure is so classified. One copy is being designated for the attention of [redacted] as per his request; he is the Emergency Plans Coordinator for the Department.

66-17327-2915

REC 12

25 MAR 19 1965

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MAILED 5
MAR 19 1965
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ENCLOSURE

65 MAR 23 1965

MAIL ROOM TELETYPE UNIT

~~TOP SECRET~~

(Typed
March 9, 1965)

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 4/14/2010

FEDERAL BUREAU OF INVESTIGATION
DEFENSE PLANNING

b7E

FBI defense planning, based on a nuclear-missile concept of warfare with limited or no warning time, is subordinate to and compatible with the National Plan for Emergency Preparedness as promulgated by the Office of Emergency Planning (OEP), Executive Office of the President.

Basic Bureau planning is directed toward three time-element phases: (1) a rapidly deteriorating international situation approaching general war, (2) when hostile forces have initiated an attack toward or upon the continental United States, and (3) a survival period immediately following cessation of attack. Various predetermined actions have been established under each of the three phases. Necessary programing has been completed to permit immediate implementation of these actions by both the headquarters and field offices of the FBI. All FBI installations have and are familiar with these actions.

A Chain of Command has been established to provide continuity of leadership in an emergency. Members of the Chain of Command are thoroughly familiar with Bureau emergency responsibilities and actions.

Bureau headquarters and all field offices have established relocation sites to provide for uninterrupted operations in an emergency. The Director, the Associate Director, and certain executives of the FBI will relocate at the OEP Special Facility [redacted]

[redacted]

The FBI relocation site [redacted] is included in the Red Line telephone network connecting the President with the heads of certain key Government agencies and departments.

WPD:DBB:rab
(20)

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66-17381-2915

SEE NOTE PAGE THREE

1 ENCLOSURE

RECD-READING ROOM FBI
MAR 9 1 18 PM '65

b7E

Communications facilities operated in conjunction with the Interagency Communication System have been established between [redacted] the OEP Special Facility and are activated and checked monthly. Adequate communications equipment, which is periodically tested, is located [redacted] to handle emergency traffic with all FBI field installations.

Arrangements have been perfected to receive warning information from the National Military Command Center, Pentagon, other Government agencies, Bureau field offices and the Bureau's foreign offices. Information so received will be immediately authenticated and furnished to the Attorney General, as part of the FBI notification system.

In the event an emergency occurs during normal working hours, adequate FBI personnel have been assigned to escort the Attorney General from the Justice Building to the White House or to any point designated [redacted] OEP Special Facility. If the Attorney General elects not to follow the OEP plan to evacuate [redacted] the OEP Special Facility.

In the event an emergency occurs during nonworking hours, FBI personnel have been designated to promptly proceed to the Attorney General's residence [redacted] to OEP Special Facility, or if the Attorney General desires, [redacted] the OEP Special Facility.

Bureau personnel are available to render assistance to the Attorney General's immediate family in the event of a national emergency. This assistance will be rendered upon specific request of the Attorney General or any member of his family. The Attorney General's family will be taken to the nearest safe place until such time as the Attorney General designates specifically where his family should be taken. FBI field offices throughout the country will assist members of the Attorney General's family, temporarily located in their territories, in the event of an emergency, upon receipt of such a request for assistance.

All phases of FBI defense planning undergo continuous examination, and changes and revisions are made as needed. The Defense Plans of this Bureau have been inspected by representatives of OEP and found to be in a high state of readiness.

The following Special Agents have been designated to render assistance to the Attorney General in the event of a national emergency:

During Duty Hours

Charles Q. Smith, Code 175, Extension 875
Richard G. Hunsinger, Code 175, Extension 881

During Nonduty Hours

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[redacted]

Joseph E. Keller
2906 Cortland Place, N. W.
Washington, D. C.
Telephone: ADams 4-6719

William E. Trainor, Jr.
2904 Upton Street, N. W.
Washington, D. C.
Telephone: EMerson 2-6613

The Boston and Richmond field offices have been notified of members of the Attorney General's family who are attending schools located in their territories.

NOTE:

This memorandum being classified Top Secret inasmuch as it discloses the location of the OEP Special Facility.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

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Memorandum

TO : Mr. W. C. Sullivan

DATE: June 1, 1965

FROM : D. J. Brennan, Jr.

SUBJECT: DEFENSE PLANS
DOMESTIC INTELLIGENCE DIVISION
RELOCATEES - ALTERNATES
BUPLANS - Emergency Headquarters

b6
b7C

Reference is made to memorandum Belmont to Boardman dated 7-30-57, requesting that every sixty days a current list of relocatees and their alternates be submitted. Below are the current relocatees and their alternates for Mr. Belmont's Office, Mr. Sullivan's Office, and the Liaison Section.

Relocatee	Alternate
Mr. Belmont's Office	
*A. H. Belmont	
*S. B. Donahoe	
[redacted]	
Mr. Sullivan's Office	
W. C. Sullivan	
*J. A. Sizoo	
D. E. Moore	
[redacted]	[redacted]

DBB:rab
(5)

CONTINUED - OVER

1 - Mr. Belmont
1 - Mr. Sullivan
1 - Liaison
1 - Buplans Unit

EX 110

*Relocate to the OEP Special Facility

REC-10 66-17381-2931

11 JUN 4 1965

70 JUN 10 1965

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Memo Brennan to Sullivan
RE: DEFENSE PLANS
DOMESTIC INTELLIGENCE DIVISION
RELOCATEES - ALTERNATES

Liaison Section

D. J. Brennan

[redacted]

[redacted]

ACTION:

For information.

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DATE 03-07-2011 BY 60324 uc baw/sab/cls

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MAY 1962 EDITION
GSA GEN. REG. NO. 27

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UNITED STATES GOVERNMENT

Memorandum

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TO : W. C. Sullivan

DATE: 6/7/65

FROM : W. A. Branigan

b7E

1 - Sullivan
1 - Casper
1 [redacted]
1 - R. W. Smith
1 - Wannall
1 - Branigan

SUBJECT: BUPLANS -
VITAL RECORDS [redacted]
Emergency Headquarters for SOG.

On 6/3/65 the Vital Records maintained at our relocation set belonging to the Nationalities Intelligence Section, the Research Satellite Section, and the Soviet Section were personally checked by me and found to be current and accurately filed.

Included with the records of the Soviet Section is a three-volume summary of Soviet Espionage Activities in the United States. Volume One is a narrative account of these activities. Volumes Two and Three are appendices consisting of a one-page write-up on all of the principals involved in the narrative. The Soviet Section also maintains 18 volumes of the Soviet Intelligence Album. The most recent insert in the album is dated 3/2/65 and inserts to the album have been supplied on an approximate four-month basis. The album inserts consist of the identification of Soviet intelligence operatives, a description, a photograph, and a rather complete synopsis of their activities in Soviet intelligence work. The album is far more complete, therefore, than the appendices to the Soviet Espionage Activities in the United States. It is, therefore, felt that there is considerable duplication in this material and it is proposed that we will henceforth eliminate the summary of Soviet Espionage Activities in the United States from the Vital Records maintained [redacted] If it is necessary to relocate, the Section supervisors could adaquately operate from the Soviet Intelligence Album and their current assignment cards without reference to either the narrative account of Soviet espionage or the appendices write-ups as they now appear in the Soviet Espionage Activities in the United States.

ACTION:

If you agree, we will eliminate the summary of Soviet Espionage Activities in the United States from the Vital Records of the Soviet Section maintained [redacted]

WAB:pa
(7)

REC-50 66-17381-2934

2 JUN 14 1965

Filing b Branigan, Buplans
6-8-65 ewilbur

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UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. W. C. Sullivan

FROM : D. J. Brennan, Jr.

DATE: June 15, 1965

1-Mr. Belmont
1-Mr. Sullivan
1-Liaison
1 [redacted]

SUBJECT: DEFENSE PLANS
CHAIN OF COMMAND
Buplans - Emergency Hdqts. In S.O.G.

By memorandum of November 18, 1963, it was recommended and approved by the Director that Special Agent in Charge (SAC) Mason of the Cincinnati Office be added to the Bureau's Chain of Command. In previous memorandum from L'Allier to Belmont of June 15, 1960, it was recommended and approved by the Director that each time an SAC in the Chain of Command is transferred, the program be re-evaluated; however, in this instance, SAC Mason has retired.

The assignment of an SAC to the Chain of Command is based on his ability to assume command of the Bureau and his assignment to an office having adequate transportation and communication facilities. Currently, 13 Bureau officials are assigned to the Chain of Command followed by three SACs; namely, Assistant Director Malone of New York, SAC Johnson of Chicago, and SAC Mason. It is proposed that SAC Edwin R. Tully of Baltimore be added to the Bureau's Chain of Command to replace SAC Mason. Baltimore is suitably located, has adequate transportation and communication facilities, and SAC Tully is capable of assuming command of the Bureau.

RECOMMENDATIONS:

(1) That SAC Tully be designated to replace SAC Mason in the Bureau's Chain of Command.

(2) Attached for approval are letters to SAC Tully, the Attorney General and the Office of Emergency Planning, advising of this change.

ST-107 REC-3 66-1738-2939

WPD:hc
(5)

JUN 18 1965

Enclosures (3)
Recd 6-16-65

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MAY 1962 EDITION
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UNITED STATES GOVERNMENT

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TO : MR. TROTTER

DATE: 6-29-65

b7E

FROM : S. F. Latona

SUBJECT: BUPLANS - Emergency Headquarters For S.O.C.

Reference memorandum of June 17, 1965, from Mr. D. J. Brennan, Jr., to Mr. W. C. Sullivan re space in relocation site [redacted].

The Identification Division at present utilizes two fingerprint cabinets and a small section of a 3 x 5 card cabinet for the Security File and several cabinet drawers for Buplan equipment. No additional space is necessary for Ident in the relocation site.

RECOMMENDATION:

For information.

RGW:sem
(5)

66-17381-2942

REC-54

ST-114

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50 JUL 26 1965

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MAY 1962 EDITION
GSA GEN. REG. NO. 27

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UNITED STATES GOVERNMENT

Memorandum

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TO : W. C. Sullivan

DATE: 6/17/65

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FROM : D. J. Brennan, Jr.

SUBJECT: BUPLANS

In an emergency situation elements of all Divisions with the exception of the Inspection Division are scheduled to be relocated to the Bureau's relocation site [redacted] Some of the Divisions have space set aside for specific functions; for instance, Files and Communications Division has space for special communications equipment and a room for making tests and repairs and the Laboratory Division has a photographic processing room.

It is anticipated that space will be provided in the proposed [redacted] for the Bureau's relocation site. In planning the relocation space it will be necessary to know the space needs for specific functions. Therefore, it will be necessary for each Division requiring such space to advise the amount of space it will require and the purpose for which the space will be used. Files and Communications should advise the amount of space necessary for use by the Records Branch. Otherwise, the space for specific functions should not include ordinary supervisory and clerical work space, living and eating space, etc., as this will be handled by the Buplans Unit.

RECOMMENDATION:

REC-10 66-1181-2947

That each Division which will need space for specific functions at the Bureau's relocation site advise the Buplans desk of the amount of space it will need and the purpose for which the space will be used.

12 JUL 13 1965

ALL INFORMATION CONTAINED
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1 - Mr. Mohr
1 - Mr. Belmont
1 - Mr. Trotter(Attn: [redacted]
1 - Mr. Casper (Attn:
1 - Mr. Callahan(Attn
1 - Mr. Tavel (Attn:
1 - Mr. Sullivan
1 - Mr. Rosen (Attn:
1 - Mr. Conrad(Attn:
1 - Mr. DeLoach(Attn
1 - Mr. Gale (Attn
1 - Mr. Felt (Attn
1 - [redacted]
1 - Liaison
1 - [redacted]

WPD:jkm
(13)

20 JUL 20 1965

OPTIONAL FORM NO. 10
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GSA GEN. REG. NO. 27
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UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Sullivan

DATE: 8/24/65

FROM : Mr. Callahan

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SUBJECT: KEY RELOCATEES
MR. MOHR'S OFFICE AND ADMINISTRATIVE DIVISION

Re memorandum Belmont to Boardman 7/30/57, concerning captioned subject matter.

The names, addresses, telephone numbers, blood types and RH factors of the key relocatees in Mr. Mohr's Office and in the Administrative Division are as follows:

MR. MOHR'S OFFICE

NAME	ADDRESS	PHONE	BLOOD TYPE
J. P. Mohr	3427 N. Edison St. Arlington, Va.	KE 8-5249	A Pos.
W. S. Hyde	423 N. Oakland St. Arlington, Va.	JA 7-9238	AB Pos.
			A Pos.
			A Pos.
			A Pos.

ADMINISTRATIVE DIVISION

N. P. Callahan	5611 Chesterbrook Rd. Wash., D. C.	OL 4-1492	O Pos.
C. R. Davidson	5913 Rudyard Dr. Bethesda, Md.	EM 5-3583	A Pos.

REC-62 66-17381-2958

1 - Mr. Mohr (Sent Direct)
1 - (Sent Direct)

25 AUG 31 1965

LJG:ko
(4)

CONTINUED - OVER

20 SEP 7 1965

Memorandum to Mr. Sullivan
Re: KEY RELOCATEES

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James B. Adams	6320 Albro Lane Alexandria, Va.	FL 4-2073	O Pos.
L. L. Davidson	609 Knollwood Dr. Falls Church, Va.	JE 3-3752	O Pos.
L. J. Gauthier	7404 Claridge Court Wash., D. C. 20031	449-4472	A Pos.
C. Q. Smith	1806 Susquehannock Dr. McLean, Virginia	EL 6-5512	O Pos.
Thomas J. Feeney	4701 Mercury Dr. Rockville, Md. 20853	949-1037	O Pos.
Maurice F. Row	3830 Pickett Court Annandale, Va.	CL 6-3056	O Pos.
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DATE 03-14-2011

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WHERE SHOWN OTHERWISE

DIRECTOR, FBI (105-14879) 8/3/65

SAC, WFO (105-1885) (P)

INTERNATIONAL ORGANIZATIONS - DANGEROUS
ALIENS OF NATIONS OUTSIDE THE SOVIET BLOC
INTERNAL SECURITY - X

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ReBulet dated 10/14/53, and WFOlet 7/1/65, to Bureau.

(S) [redacted] At this time, she claimed to have been working for UDBa, the Yugoslav Intelligence Service (YIS) for several years and prior to her arrival in the U.S. had been furnishing information concerning [redacted] to UDBa in Yugoslavia. She was a paramour of [redacted] in Yugoslavia and came to the U.S. to marry [redacted] However, USDS has refused to continue [redacted] employment if he marries her. In May, 1963, she obtained employment at IMF to facilitate her maintenance.

(S) In May, 1964, she was reported to be a [redacted] In October, 1964, it was learned YIS considered [redacted] too inexperienced to become

2-Bureau
(1- [redacted] - BUPLANS)
2-WFO
(1- 66-2395) (PRODIP)

JVD:mal
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61-17[illegible]

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WFO 105-1885

involved with any American intelligence agency, including the FBI or CIA. However, due to [redacted] acquaintances at USDS, she was to be oriented toward ascertaining personal weaknesses of USDS personnel to afford YIS opportunity of selecting potential intelligence targets.

The following is the requested information concerning [redacted]

Name:	[redacted]
Nationality:	Yugoslav
International Organization:	International Monetary Fund Washington, D. C.
Position:	[redacted]
Type of Visa:	G-4
Status of Investigation:	Pending
Bufile:	105-120777

Copy of this letter for [redacted] should be substituted [redacted] for the letter from this office bearing the same caption, dated 7/1/65, which is in the Defense Plans Folder labeled "DANGEROUS ALIENS OF INTERNATIONAL ORGANIZATIONS." The letter from this office dated 7/1/65, should destroyed.

In accordance with instructions, the Bureau will continue to be advised in this matter at thirty-day intervals.

The information set forth herein was obtained from a highly sensitive source and the security of this source must be considered in any dissemination of this information which should be classified "SECRET."

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REC-41 REC-41 66-17381-2959

August 26, 1965

INFORMATION CONCERNING PERSONNEL ADMINISTRATION
OF FBI UNDER EMERGENCY CONDITIONS

The FBI uses a centralized system of control over policy, procedures, and operations of the personnel management system, including recruiting, pay, leave, assignment, promotion, and all other aspects.

The FBI is in the excepted service, and does not follow Civil Service Commission (CSC) rules and regulations of the competitive service as regards recruiting. The agency is subject to the provisions of such legislation as the Classification Act, Veterans Preference Act, Federal Employees Pay Act, and various other similar items. As a matter of policy, however, in the interest of uniformity, the FBI insofar as possible follows the rules and practices of the CSC in personnel management and administration, including appeals. The system of centralized control of personnel administration and operation will be maintained so long as it is possible to do so and so long as communications will permit. In connection with possible operations under emergency conditions where there may be a breakdown in this system, or communications may not be complete, a chain of command has been specified. The start of this chain of command is, naturally, the Director. Provision is made for this command to progress down through various officials at Seat of Government, and various field officials, in case of inability of the individual above to perform, and when it has been determined that those above a particular individual have been incapacitated or are unable to carry on for some reason or another.

Each field office, as regards its own operations, has been required to set up a comparable chain of command within that particular field office, in order to insure continuity of operation and control.

In case centralized control is no longer in operation, and communications are such that the appropriate individual in the official chain of command cannot operate, the Special Agent in Charge of each field office is instructed to carry out Bureau policies and procedures insofar as possible, governed according to the circumstances at hand.

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LLD:mle:vla
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1 - Domestic Intelligence Division (sent direct)

SEP 16 1965

MAIL ROOM ☐ TELETYPE UNIT ☐

XEROX SEP 7 1965

4 SEP 3 1965

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Each field office, and Seat of Government division, has records concerning the members of its staff, indicating length of service, grade, salary, leave status, and other pertinent information. In addition, at the central headquarters relocation site, which is away from Washington, D. C., and in a secure location, the following employee record is maintained: On an annual basis a microfilm of the retirement record of each employee is made and deposited at the relocation site. This record contains information such as date of entry on duty, grade changes, salary changes, and various other factors necessary. Thereafter, at the end of each two-week pay period, a duplicate copy of the centralized payroll of the entire FBI, which carries cumulative figures since the start of the year when the microfilm was made, is placed with this microfilm. The previous payroll copy is then destroyed, since the current payroll copy carries cumulative figures. Thus at any given time there is a roster of employees together with information concerning them which is current within a maximum of two weeks. This cumulative figure includes such things as retirement deductions, etc. In addition, on a periodic basis, a listing of the leave status of each employee is placed in this relocation site.

As an excepted agency, the FBI does not use CSC registers of eligibles for recruiting purposes. Recruiting activity of this Bureau is carried on as a part of our normal operation during the course of daily contacts by the various investigative employees in the field, but one of the major and most productive sources of new employees is the recommendation of present and former employees. This system would continue under emergency conditions. It is noted that the FBI is specifically excepted from the requirement that under emergency conditions recruiting activity be channeled through the Employment Service. Specific instructions have been issued to all field offices concerning potential sources of new employees, and they are expected to augment these sources from their own personal knowledge of local conditions and individuals. A great number of the wives and children of employees are themselves former Bureau employees. This is considered to be a fertile source, which would bring past experience to our assistance, if necessary. Instructions have been issued concerning compilation of potential lists of employees from various sources, including, as stated above, members of families of present FBI employees, who have or have not had experience in Bureau work, who might be suitable.

Instructions have been issued concerning the possible lowering of the minimum age requirement for employment, with instructions in this regard to be issued on a centralized basis from the Bureau, if possible.

FBI employees have been exempted from the requirements of the nationwide post-attack registration system for Federal employees. Instructions have been issued to this effect, in view of the fact that the responsibilities of the FBI would undoubtedly have experienced a very sharp increase. FBI defense planning provides for employees to make every possible effort to return to their normal place of duty, but if this is not possible they should immediately contact the nearest FBI activity in order that their services may be used in connection with FBI work.

Each field activity has, set aside for relocation site, for use under emergency conditions, an adequate supply of the necessary forms for the processing of payrolls and vouchers, together with complete instructions. Selected employees have been given instruction in these particular functions. Each office has established contact with the appropriate local Treasury disbursing officer, both at his regular location and, under emergency conditions, at the known relocation site of this disbursing officer. Arrangements have been made for processing of payrolls and vouchers. Appropriate "certifying officers" have been designated in these various offices in connection with this function.

Position classification matters under emergency conditions, will continue to be governed by provisions of the Classification Act, and related regulations of CSC, as at present. In handling in this connection will continue to be issued from the centralized personnel operation, if possible, but if this is not possible then according to guidance and instructions received from the nearest available CSC authority. The handling of appeals will be governed by instructions of CSC.

The field has been instructed that under emergency conditions there may be an increase in the hours of work, such as to a 48-hour week.

Field offices have been advised that in a national emergency involving conditions which prevent employees from reporting for work, the employees will be considered as being in administrative leave status, without loss of pay or charge to leave, under certain rules which are spelled out. Offices have been instructed that in such instances periodic

reviews of available sources of information should be made to attempt to clear up the status of employees who have not been accounted for. Advice has been given that under such conditions, a maximum period such as six months may be established at the end of which time individuals whose status has not been determined will be presumed missing and may be taken off the FBI rolls. Such specific instructions have not as yet been issued, and would be issued only in the event circumstances required.

Advice has been given that it is possible the benefits of the Missing Persons Act may be extended to civilian officers and employees of the United States, under conditions specified in the Act, but that this is dependent on legislation, which has not as yet been passed.

Advice has been given that it is possible that legislation may be enacted to permit agencies to pay employees in cash for annual leave in excess of the permissible maximum which might be forfeited at the end of a leave year, where emergency conditions beyond the control of the employee or the agency have prevented the employee from taking such leave. It has been emphasized that this is not yet authorized, and that such payments shall not be made under any conditions without specific authorization.

Bureau headquarters, as well as all field offices, have relocation sites, to which activities could be transferred and from which essential functions could be performed under emergency conditions. Employees have been advised of this. They have also been furnished with emergency contact points, when conditions prevent contact with the normal central office, or the field office, and have been advised as to the location of shelter areas, and of areas in the vicinity of the relocation sites where possible emergency living arrangements could be made. They have been furnished information concerning the assistance which may be provided by Civil Defense Authorities.

The various beneficial services which may be available in the field offices such as health service facilities, blood donor programs, housing assistance, group hospitalization, and the like, will be expanded as required, subject to availability of necessary personnel and facilities. These services will be maintained for the benefit of employees so long as it is possible to do so.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-07-2011 BY 60324 uc baw/sab/cls

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

Memorandum

TO : Mr. Callahan

DATE: 8-25-65

b6
b7C

FROM : C. R. Davidson
Bureau War Plans Emergency Headquarters
for S. O. G.

SUBJECT: INQUIRY FROM CIVIL SERVICE COMMISSION (CSC) CONCERNING PERSONNEL MANAGEMENT FUNCTIONS OF FBI UNDER EMERGENCY CONDITIONS

On 8-19-65 in response to a request from CSC, [redacted] of the CSC, who is responsible for formulating policy and procedures in connection with personnel management functions and operations under emergency conditions, came to my office. He was accompanied by [redacted] of the Personnel Office of the Department. [redacted] is the Departmental channel for such matters with CSC.

[redacted] advised that in carrying out his responsibilities in CSC, which involves the entire Executive Branch of the Government, he is calling on the various agencies to request information concerning their proposed operations, and information which has been made available to subordinate or field levels, concerning the personnel management functions under emergency conditions. These emergency conditions would be those involved under conditions where hostilities have not actually started but a tense international situation exists, or where there have actually been hostilities, probably even involving attack on the United States.

This situation was discussed in very general terms with [redacted] and in response to his request, there is attached a blank memorandum setting forth certain aspects of our operations under the conditions contemplated. None of the information set forth is of a classified nature. This has been coordinated with the Defense Plans Desk of Domestic Intelligence Division.

RECOMMENDATION:

That the attached memorandum be approved, and then returned to me for delivery [redacted]

Delivered
9-1-65 RLD

LLD:mle:vla
(3)
1 - Domestic Intelligence Division [redacted] - Enclosure

Enclosure

REC-41 62-17381-2959

4 SEP 3 1965

SEP 7 1965 XEROX

UNRECORDED COPY FILED IN 62-170890-1555

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October 15, 1965

b6
b7C

BUPLANS - EMERGENCY HEADQUARTERS FOR S.O.G.

Medical Officer in Charge
United States Public Health
Service Outpatient Clinic
Department of Health, Education
and Welfare, South Building
Fourth and D Streets, Southwest
Washington, D. C.

Dear Sir:

[redacted] an employee of this Bureau, is being referred to your clinic for the determination of blood type and Rh factor.

You are authorized to bill the Federal Bureau of Investigation $8.00.

Very truly yours,

EX-103

Personnel Officer

MEK:ssh
(6)

REC-9 66-17381-2990

17 OCT 19 1965

1 - Maurice F. Row
1 - Personnel File of [redacted]

NOTE: It was recommended and approved 12/30/55 per memo entitled "War plans - Blood Data" that employees on the evacuation list at SOG whose blood types and factors are unknown be typed and factored at USPHS.

To be carried out by employee.

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
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Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
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65 OCT 29 1965 MAIL ROOM TELETYPE UNIT

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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-10

UNITED STATES GOVERNMENT

Memorandum

Tolson
Belmont
Mohr
DeLoach
[illegible]
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. CALLAHAN

DATE: 10-19-65

FROM : C. R. DAVIDSON

SUBJECT: INQUIRY FROM CIVIL SERVICE COMMISSION (CSC) CONCERNING PERSONNEL MANAGEMENT FUNCTIONS OF FBI UNDER EMERGENCY CONDITIONS

The purpose of this memorandum is to advise of information furnished to [redacted] in the Administrative Division of the Department regarding a letter directed to the Attorney General from J. W. Macy, Jr., Chairman, U. S. Civil Service Commission, dated October 4, 1965.

By way of background, my memorandum 8-25-65 set forth the results of a conference we had with [redacted] of the Civil Service Commission who is responsible for formulating policy and procedures in connection with personnel management functions and operations under emergency conditions. [redacted] was present during this conference as was SA Supervisor [redacted]

At that time [redacted] advised he was calling on various agencies to request information regarding their proposed operations concerning personnel management functions under emergency conditions. Such conditions would be those involved where hostilities had not actually started but a tense international situation exists or where there have actually been hostilities, probably involving an attack on the United States.

The situation was discussed in general terms with [redacted] and in response to his request, we attached a blank memorandum setting forth certain aspects of our operations under the conditions contemplated, none of which information was of a classified nature. The Director approved that the memorandum be delivered [redacted] for incorporation in their over-all reply to the Civil Service Commission.

[redacted] sent me a copy of Mr. Macy's letter to the Attorney General dated October 4, 1965, which is attached, in which he advised, among other things, that the description of our emergency personnel plan was very informative. He added, however, that it would be helpful for the Commission to have a copy of the Bureau's emergency preparedness plan; that they are particularly interested in observing the Bureau's use of the Commission's plan for adjusting the Federal personnel system to emergency operating situations.

Enclosure
CRD:pmd (4)
1 - Mr. L. L. Davidson
1 - Domestic Intelligence Division

REC- 48 66-17371-2972

11 OCT 26 1965

[redacted]

(OVER)

Memorandum to Mr. Callahan
Re: Inquiry from CSC re Personnel Management Functions . . .

b6
b7C

At the time we spoke to [redacted] we informed him that our plans are highly classified and could not be furnished to the Commission. The information contained in our summarization previously furnished them was from the Field Defense Plans manuals and the Seat of Government Defense Plans. The information extracted which related to personnel plans is contained in various parts thereof and to give the Commission their requested copy of the Bureau's emergency preparedness personnel plan would involve furnishing them copies of these manuals. There is too much other material in these manuals not only of internal administrative nature but in the intelligence, security and general investigative fields, all of which is of a classified nature. [redacted] asked what we would suggest he inform the Commission in response to their request. I advised him in line with the foregoing and as we had previously pointed out to [redacted] for security reasons the plans could not be made available. [redacted] fully appreciated this and that they would so inform the Commission along with their replies to other questions directed to the Department regarding other branches.

RECOMMENDATION:

None. For information purposes.

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ROUTE SLIP

(Fold here)

Date 10-11-65

To MESSRS DAVIDSON, RAY-LLOYD

FBI Room No. 4519

b6
b7C

- ☐ Approval
- ☐ Comment
- ☐ Necessary action
- ☐ Note and return
- ☐ Signature
- ☐ See me
- ☐ As requested
- ☒ For your information
- ☐ Per telephone conversation

RAY -
LLOYD -

I'M SURE THE ATTACHED WILL BE OF INTEREST TO YOU.

PLEASE LET ME KNOW WHAT YOU SUGGEST WE SHOULD SAY OR DO IN RESPONSE TO THE SECOND PARAGRAPH OF MR. MACY'S LETTER.

[redacted]

(Return)

Fr [redacted] 9992

66-17311-1230

Division ADM [redacted] Room No. 6530

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DATE 03-07-2011 BY 60324 uc baw/sab/cls

October 25, 1965

Airtel

2 - Orig & 1
1 - Yellow
1 - Liaison
1 - [redacted] b6 b7C

To: SAC, San Francisco (100-27336)

From: Director, FBI (66-17380Sub 47)

BUPLANS
SAN FRANCISCO DIVISION

Re San Francisco letter to Bureau dated 10/13/65.

For the information of the offices receiving one copy of this airtel, San Francisco forwarded to the Bureau a copy of a letter dated 10/8/65, from Office of Emergency Planning (OEP), Regional Office Seven, Santa Rosa, California, enclosing to OEP's letter a questionnaire on federal emergency operating facilities. OEP indicated in its letter that it was in the process of reviewing the readiness of all Federal agencies in Region Seven, and as part of this preparedness assessment, it needed certain data on the emergency operating facilities established by individual agencies. The information requested in the questionnaire included such data as the location of emergency operating facility, whether facility was in a federally or commercially owned building, communications maintained by the facility, etc. San Francisco requested Bureau advise it whether Bureau would interpose any objection to the questionnaire being completed and furnished to OEP on a confidential basis.

Bureau has no objection to furnishing OEP Regional Office Seven the information requested by OEP as set out in its questionnaire. In this regard San Francisco should coordinate this matter with other offices within OEP Region Seven to insure that all our facilities within Region Seven are shown.

In furnishing data to OEP Regional Office Seven, San Francisco should make certain that it specifies that the locations of Bureau Relocation Sites are classified Secret.

66-17381-

NOT RECORDED
178 OCT 26 1965

1 - Honolulu
1 - Las Vegas
1 - Los Angeles
1 - Phoenix
1 - Salt Lake City
1 - San Diego
1 - 66-17381 (Relocation Sites)

HCF:RAB (12)

NOTE: We have received request for similar data in the past from OEP and have gone along with it in furnishing the information desired. There appears to be no reason for not furnishing the data currently requested by OEP.

57 OCT 27 1965

ORIGINAL FILED IN 66-17380-17381

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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

Olson
DeLoach
Mohr
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Wick
Tele. Room
Holmes
Gandy

TO : Mr. W. C. Sullivan

DATE: 12/9/65

FROM : Mr. R. W. Smith

1 - Mr. Sullivan (W.C.)
1 - Defense Plans Unit - Liaison Section
1 - Defense Plans Folder - Research-Satellite Section
1 - R.W. Smith

SUBJECT: DEFENSE PLANS RECORDS AT BUREAU RELOCATION SITE
RESEARCH-SATELLITE SECTION b7E

A check was made at the Bureau relocation site, [redacted] on December 9, 1965. This check revealed that the following records are appropriately maintained for the Research-Satellite Section and include useful information that would be of assistance in carrying out the Section's defense plans:

(1) Satellite Intelligence Album (Albania, Bulgaria, Czechoslovakia, East Germany, Hungary, Poland Romania and Yugoslavia)

(2) The Hungarian Intelligence Services and Operations Thereof in the United States

(3) Summary of Albanian Intelligence Activities in the United States

(4) Summary of Czechoslovakian Espionage Activities in the United States

(5) Polish Intelligence Services and Summary of Polish Intelligence Activities in the United States

(6) Summary of Romanian Intelligence Activities in the United States

(7) Summary of Yugoslav Intelligence Activities in the United States

(8) Summary of Bulgarian Intelligence Services and Operations Thereof in the United States

RECOMMENDATION:

For information.

REC-6 66-173812981

10 DEC 13 1965

EX-109

RWS:vms
(5)

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-07-2011

~~CONFIDENTIAL~~

2 - Orig & 1
1 - Yellow

The Attorney General

January 7, 1966

1 - Mr. DeLoach
1 - Mr. Sullivan
b6 1 - Mr. Wick
b7C 1 - Liaison
b7E 1 - [redacted]

Director, FBI

FEDERAL BUREAU OF INVESTIGATION
CHAIN OF COMMAND

of Duplans Emergency Headquarters For S.O.G.

A change in the Federal Bureau of Investigation Chain of Command has become necessary. In the event I am unable to carry on during a period of emergency, this Bureau's Chain of Command is as follows:

[redacted]

MAILED 2
JAN 7 1966
COMM-FBI

Mr. John F. Malone
201 East 69th Street
New York, New York 10021

REC- 61

Mr. Marlin W. Johnson
Room 905
U. S. Court House and Federal Office Building
Chicago, Illinois 60604

EX-113 66-17321-2989

JAN 7 1966 FBI

JAN 10 1966

[redacted]

As other changes become necessary, you will be advised.

Tolson
DeLoach 1 - The Deputy Attorney General
Mohr
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Wick
Tele. Room
Holmes
Gandy

DBB:jkm jpm(9)

~~CONFIDENTIAL~~

SEE NOTE PAGE TWO

GROUP 1
Excluded from automatic downgrading and declassification

MAIL ROOM ☐ TELETYPE UNIT ☐

67 JAN 10 1966

~~CONFIDENTIAL~~

THE ATTORNEY GENERAL

NOTE:

Classified "~~Confidential" as~~ all phases of Bureau defense planning so classified. See cover memorandum D. J. Brennan, Jr., to W. C. Sullivan, dated 1/6/66, captioned "Defense Plans - Chain of Command," prepared by DBB:jkm.

4-94 (Rev. 9-24-64)

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BUPLANS - EMERGENCY HEADQUARTERS FOR S.O.G. 66 - 17381
SUBJECT FILE NO.

FOLLOWING SERIALS REMOVED FROM FILE AND DESTROYED IN ACCORDANCE WITH AUTHORITY CONTAINED IN 66 - 17380 - 1717

2835	thru	2847
2849	thru	2856
2859	thru	2860
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2973	thru	2978
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2982	thru	2988
2990	thru	2994

DATE _____

INITIALS _____

10/6/69 #10